



Sandy City Commercial License Application
10000 Centennial Parkway, Sandy 84070
Phone (801) 568-7252

HOW TO APPLY FOR A SANDY CITY BUSINESS LICENSE
(please retain for your records)

Sandy is a great place to locate a business! This office wishes to offer assistance with the application process and has provided this set of procedures to help you understand some of the requirements for opening a business in Sandy City. Please note that this is not intended to be an exhaustive list.

1. Businesses must register a business entity (D.B.A., trust, Corporation, LLC etc) with the Utah Division of Corporations. That agency is located at the Heber Wells Building 160 East 300 South, SLC., or online at www.business.utah.gov/registration (aka OneStop). The fee for a DBA is \$22 (renewable every 3 years) or \$70 for LLC or Corp (renewable annually). You must submit some form of acknowledgment/verification of filing the State registration, with this application.
2. Business involved with the sale of a tangible product must provide evidence of a State Sales Tax number. You may obtain the sales tax number at the same time as you register the business entity, at the OneStop web site or obtain the sales tax number from the State Tax Commission at 210 N 1950 W, SLC. If business will commence in less than 4 weeks, you will need to apply for the number in person or on line via the above link. There is no fee. If you are relocating your business from another licensing jurisdiction. Please provide a TC-69C form or if opening a multiple location, then a TC-69B form available from the Tax Commission at www.Utah.Gov
3. Please complete the application in dark ink. Incomplete or illegible applications will be returned. All applications must contain an original 'wet' signature of one of the applicants.
4. Allow 30 days for processing. Temporary Permits may be available for unforeseen delays.
5. Fees must accompany the application. Please contact this office for computation of pro-rated amounts. Fees are adopted by City Council and are represented in a Fee Schedule. Regulatory and disproportionate fees are pro-rated by the calendar quarter. Note: A double license fee penalty may be incurred for business conducted prior to obtaining a license.
6. A license is granted when approvals have been received from several separate departments, including Sandy Fire, Sandy Building and Safety, Police, Zoning Departments and Salt Lake City-County Health Department.
Please contact the inspectors after the application is filed and the business is ready for inspections.

FIRE DEPARTMENT 150 E. 9000 S. SANDY, UT 84070	PH: (801) 568-2943	REQ Y / N	APPT:
BUILDING & SAFETY 10000 CENTENNIAL PKWY SANDY, UT 84070	PH: (801) 568-7251	REQ Y / N	APPT:
COUNTY HEALTH DEPT. 788 E WOODOAK LN MURRAY, UT 84107-6379	FOOD: (385) 468-3845 SALON: (385) 468-3835	REQ Y / N	APPT:
UTAH DEPT OF AGRICULTURE REGULATORY SERVICES 350 N REDWOOD RD SALT LAKE CITY, UT 84115	FOOD: (801) 538-7159 PESTICIDE: (801) 538-7188	REQ Y / N	APPT:

7. There are additional application requirements for alcohol sales, sexually oriented businesses, pawn broker, precious metals dealers, and arcades. Also, if your profession is regulated by the Utah Department of Occupational and Professional Licensing, a copy of that professional license must be supplied. Temporary or soliciting type businesses are licensed on a separate application with specific requirements. Please contact the License Office for further information.
8. License renewals are due January 1 each year. The License will indicate an expiration date. Renewal notices are sent as a reminder, but you are ultimately responsible for ensuring timely renewal payments. A 25% delinquent late fee assessed on accounts 30 days of delinquent. After 45 days, additional 50% delinquent penalty is assessed. Any delinquency after 60 days, is forwarded to the Legal Department. Collection fees may be incurred by the delinquent license holder.

Updated 7/2012



Sandy City

COMMERCIAL LICENSE APPLICATION

Rec'd

Account #

****PLEASE PRINT OR TYPE IN DARK INK****

Form updated 10/2011

BUSINESS NAME (DBA):		LOCAL BUS PHONE #:	
BUSINESS ADDRESS:	CITY & STATE:	ZIP:	
BILLING ADDRESS	CITY & STATE:	ZIP:	FAX:
ZONE:	CLASSIFICATION:	INITIALS:	STATE TAX#:(VERIFICATION)
		DBA. CORP, LLC,	STATE/FED PERMIT:
DESCRIBE THE NATURE OF BUSINESS:			
DO YOU USE, STORE OR MFG ANY CHEMICAL, COMBUSTIBLE OR HAZARDOUS MATERIALS? YES / NO <i>If 'YES', PLEASE EXPLAIN ON REVERSE</i>			
SEXUALLY ORIENTED BUSINESS Y / N ; ARCADE Y / N ; SALES OR CONSUMPTION OF ALCOHOL Y / N ; PAWN/2ND HAND Y / N.			
PROJECTED OPENING DATE _____, BUSINESS HOURS FROM _____ TO _____, M T W Th F S Su			

ALL OFFICERS & OWNERS (FIRST/MIDDLE/LAST)	HOME ADDRESS (INCL CITY, ST, ZIP)	HOME PHONE
1.	() --
2.	() --
3.	() --
DATE OF BIRTH (MM/DD/YYYY)	MISC INFORMATION/PROF LICENSES ETC	DRIVER LICENSE NUMBER
1. / /		# ST
2. / /		# ST
3. / /		# ST

Business Entity Type: Sole Prop____ Partnership____ Limited Liability Co____ Corporation____ Other_____

REGULATORY FEE/NEW	\$ 140	PRORATE__%	\$	DISPROPORTIONATE	\$	PRORATE__%	\$
# OF APT ____@ \$17	\$	PRORATE__%	\$	SPECIAL REG	\$	INSP/PROCESS	\$ 40
# OF EMP ____@ \$11	\$	PRORATE__%	\$	PENALTY	\$	TOTAL DUE: \$	

This application is subject to approval by the Mayor, City Administrator and/or City Council and the Police Department. All businesses must pass inspections of Sandy Fire, Planning & Zoning, Building and Safety and/or City-County Health Department and some businesses may require a police background check to be completed before a license is issued. If a license is not obtained prior to opening your business, you may be subject to a DOUBLE LICENSE FEE PENALTY.

I hereby agree to the conditions of this application. I also agree to conduct my business in accordance with Sandy City Ordinances and any other State Statutes or Federal Laws governing operation of such business.

Signature of Applicant _____ Date _____
(Any one applicant as indicated above)

Print Name _____ Title _____

OFFICE USE ONLY:

Eng		Fire		PD		Dept Health		Plan/Zone		Bldg		Admin Svcs.		Other/Describe	
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AFFIDAVIT FOR EXEMPTION*

STATE OF UTAH }
 }ss SANDY CITY
COUNTY OF SALT LAKE }

I, _____, being first duly sworn on oath,
(applicant's name)

depose and states that I am the _____ of the business known as _____
(position on the organization)

located at _____,
(business name) (local address)

a business duly licensed by Sandy City and that during the year _____, the gross sales or receipts for services or sales for such business are anticipated to be less than \$50,000 annually.

All future reports and remittances subject to audit and approval to retain the regulatory license fee discount.

Signed _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary_____

Residing at _____

Commission expires_____

* This form must accompany any business license application wishing to claim a discount on regulatory license fees. Each year, after the initial application, a copy of a Federal Tax return must be submitted to re-qualify for the regulatory license fee discount.